DAVID E. JANSSEN
Chief Administrative Officer

January 9, 2003

To: Supervisor Yvonne Brathwaite Burke, Chair
Supervisor Gloria Molina
Supervisor Zev Yaroslavsky
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: David E. Janssen
Chief Administrative Officer

Jon W. Fullinwider
Chief Information Officer

**RISK MANAGEMENT INFORMATION SYSTEM
IMPLEMENTATION PROJECT STATUS REPORT – JANUARY 2003**

Per your Board's instructions, we are providing a monthly status report on the progress of the Countywide Risk Management Information System (RMIS) Implementation Project.

Background

On March 6, 2001, your Board approved the development and implementation of a new, state of the art RMIS. Your Board further instructed the Chief Administrative Officer, County Counsel, and all affected department heads to develop an implementation plan for departmental use of the RMIS and instructed each department/district head be accountable for the use of the RMIS as part of the annual Management Appraisal and Performance Plan (MAPP).

In response to your Board's direction, departments have made, and continue to make, a substantial effort to participate in the implementation of the RMIS in order to incorporate use of the system within their operations. We responded to the higher level of participation by greatly expanding the number of design and implementation meetings with the vendor and consultants to ensure that both countywide and individual departmental needs are appropriately addressed. Your Board's July 16, 2002 approval of a contract amendment to include a project time extension, an enterprise license purchase option, and additional data conversion services enabled the CAO to accommodate the various department needs.

United We Stand

Accomplishments

- RMIS training has been set for January 27 through February 7th, 2003. Operational staff from the Chief Administration Office, the County's Third Party Administrators, County Counsel, Executive Office, and Sheriff are scheduled to attend.

Current Status

- As RTI completes the programming per the specifications and the functionalities of the RMIS become available to test, the CAO and departments are working to review the work flows and eliminate duplicate work.

- RTI continues to put together draft-training manuals for CAO to review for the Executive Office of the Board of Supervisors staff that will be trained in the beginning of 2003.

- The project team has been working with County Counsel, Third Party Administrator staff and key County departments to identify and develop key reports that will be used by departments for claims management, litigation management, and risk management.

- The project team continues to meet with County Counsel and Third Party Administrator staff to resolve data conversion issues necessary for RMIS implementation. The project team also continues to meet with Risk Technologies, Inc. (RTI), and work on the conversion issues have been defined for the seven databases to be converted into the RMIS.

Completed Project Milestones	**Start Date**	**Finish Date**
JAD Session 1: Initial templates Definition	March 6, 2001	May 9, 2001
JAD Session 2: Design Concepts Complete	May 10, 2001	July 23, 2001
JAD Session 3: Document Dept. Needs	July 24, 2001	August 22, 2001
JAD Session 4: Dept Needs Continued	August 23, 2001	October 5, 2001
JAD Session 5: Finalize System Design	January 21, 2002	February 8, 2002
JAD Session 6: Final Design Review	March 11, 2002	March 14, 2002
Hardware / Software / VPN Configuration	May 1, 2002	July 31, 2002
Claims and Lawsuits Design Review Process	June 2, 2002	November 30, 2002

Upcoming Project Milestones	Scheduled Start Date	Scheduled Finish Date
Departmental / TPA Users Training	January 27, 2003	February 7, 2003*
Parallel System Testing Process	February 10, 2003	February 28, 2003*
RMIS System Go Live Process	March 4, 2003	March 4, 2003
RMIS Final Testing and Acceptance	March 4, 2003	

* These dates have been rescheduled due to competing business priorities

If you have any questions, please call Delta Uyenoyama, Chief of Risk Management Operations at (213) 974-1134.

DEJ:SNY
DU:CY:lis

c: Executive Officer, Board of Supervisors
        County Counsel

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